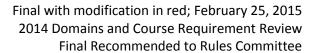


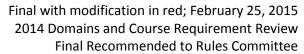
2015

Domains & Course Requirements Review





Course Requirement #1		
Organizational Management		
Minnesota Requirement	National	-Professional Practice Analysis
6400.6500 SPECIFIC COURSE	10.00	
REQUIREMENTS.	K04	Interpersonal relationships, dispute resolution, and group dynamics
Subpart 1. Organizational management.	20.00	
An applicant must complete a course in	K18	Types and methods of communication
organizational management covering the basic	K19	Conflict resolution and team dynamics
management functions of:	50.00	
A. planning and objective setting;B. organizing and delegating; and	K18	Strategic business planning
C. observing, monitoring, and evaluating outcomes, including customer satisfaction.	K30	Organizational structures
	K34	Workforce planning and education
	K31	Leadership and management principles and philosophies (such as planning, organizing,
		directing, delegating, motivating, evaluating)
	K32	Personality and leadership styles
	1	





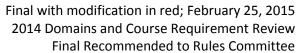
Course Requirement #2 Managerial Accounting		
6400.6500 SPECIFIC COURSE REQUIREMENTS.	30.00	
Subp. 2. Managerial accounting.	K01	Applicable federal and state laws, rules, and regulations
An applicant must complete a course in	K02	Operational and capital budgeting and forecasting methods
managerial accounting, beyond introductory	K03	Financial statements and reporting requirements for not for profit and for profit service
accounting, covering:		providers
A. budgeting and fiscal resource allocation; andB. interpreting financial information to monitor	K04	Service-related sources of revenue/reimbursement
financial performance and position and to make managerial decisions.	K05	Reimbursement methods across the continuum of care
	K06	Alternative sources of revenue
	K07	Integration of clinical and financial systems
	K08	Billing, accounts receivable, and collections
	K09	Accounts payable procedures and management
	K10	Revenue cycle management
	K11	Internal controls
	K12	Contracts and agreements
	K13	Financial analysis (such as ratios, profitability, debt covenants, revenue mix, depreciation, forecasting)
	K14	Financial statements (such as income statement, balance sheet, statement of cash flows)
	K15	Financial measures (such as operating margin, days cash on hand, staffing, expense analysis)
	K16	Risk management



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K17	Insurance coverage (such as property, liability)
K18	Inventory control and management
K19	Payroll procedures and documentation
K20	Purchasing process and supply chain management (such as request for proposals, pricing, ordering, receiving, group purchasing organization [GPO])

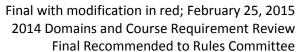


Course Requirement #3			
Gerontology	1		
6400.6500 SPECIFIC COURSE	10.00		
REQUIREMENTS.	K05	Psychosocial aspects of aging	
Subp. 3. Gerontology.	K06	Physiological aspects of aging	
An applicant must complete a course in	K28	Grieving process	
gerontology covering:	K29	Death and dying	
A. the physical, social, and psychological aspects	IX2)	Death and dying	
of the aging process; and	40.00		
B. programs and services designed to meet the	40.00		
needs of the aged population.	K40	Services and resources available across the continuum of care (such as community, social,	
		financial, spiritual	
	K54	Transportation options for care recipients	
	K04	Community resources, programs and agencies available to meet the care recipients' home needs	
	50.00		
	K6	Services available in the healthcare continuum	
	K7	Provider's role in the healthcare continuum	
	l		



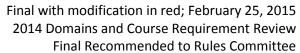


Course Requirement #4		
Health Care and Medical Needs 6400.6500 SPECIFIC COURSE	10.00	
REQUIREMENTS.	K07	Basic principles and concepts of nursing
Subp. 4. Health care and medical needs.	K08	Basic medical terminology
An applicant must complete a course in health	K09	Basic pharmaceutical terminology
care and medical needs of nursing facility residents covering:	K10	Basic principles and regulations for medication management/administration
A. differentiation between the aging process and	K11	Basic principles and concepts of restorative/wellness programs
the disease process;	K12	Basic principles of rehabilitation
B. common conditions, issues, diseases, illnesses, disabilities, and treatments of nursing	K13	Basic principles of acute and chronic diseases
facility residents including dementia (cognitive decline including Alzheimer's disease); AIDS;	K19	Basic understanding of mental health issues
pressure sores; infections; mobility, falls, and	K20	Basic understanding of cognitive impairments
restraints; incontinence and constipation; sensory impairments; depression; nutrition;	K21	Basic principles of behavior management
iatrogenesis (health care system induced medical problems); drug use; and end-of-life pain	K22	Basic principles of restraint usage and reduction
management; and C. medical and pharmacological terminology.	K14	Basic principles of infection control
	K15	Basic principles of pain management
A. The anatomic and physiologic changes that are associated with the	K16	Basic principles of fall prevention
aging process.	K46	Emergency medical services and techniques (such as CPR, first aid, Heimlich maneuver,
B. The impact and management of		AED)
common syndromes associated with aging including vision/hearing impairment, nutrition/malnutrition, and balance and mobility	K57	Basic technological advances in healthcare



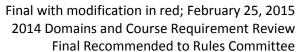


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mpairment.	
2. Prevention and management of conditions such as pressure ulcers and delirium	
2. Common psychiatric and eurodegenerative disorders such as bementias (including Alzheimer's), epression, anxiety, psychotic isorders and alcohol and drug buse.	
Advance care planning and the ple of palliative care and end-of-life are	
. Basic medical and harmacological terminology	
5. Emerging medical trends and technology used in the long-term are setting	



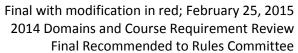


Course Requirement #5				
Long-term Care Supports and Services	Long-term Care Supports and Services 6400.6500 SPECIFIC COURSE 10.00			
REQUIREMENTS.	K01	Applicable federal and state laws, rules, and regulations		
Subp. 5. Nursing facility services, programs,	K02	Government programs and entities		
and issues. Long Term Care Supports and Services	K23	Basic elements of a social services program		
An applicant must complete a course in the	K24	Basic elements of a therapeutic recreation/activity program		
organization, operations, functions, services, and programs of nursing facilities covering:	K25	Basic principles of nutrition including specialized diets		
A. governing and oversight bodies and their	K26	Basic principles of dietary sanitation, food storage, handling, preparation, and presentation		
relationship to the administrator; B. administrative responsibilities and structures;	K27	Basic principles of hospice and palliative care		
C. operations and functions of each facility department;	K30	Person-centered care concepts		
D. functions and roles of professional and nonprofessional staff and consulting personnel;	K31	Diversity of care recipients		
and E. issues of cultural diversity and human	K32	Care recipients' support network interests, needs, and values		
relationships between and among employees and	K37	Admission/move-in, transfer, and discharge/move-out requirements		
residents of nursing facilities and their family members.	K38	Bed-hold requirements (<i>NHA only</i>)		
	K39	Roles, responsibilities, regulation and oversight of contracted providers and services		
	K42	Activities of Daily Living (ADLs) and Independent Activities of Daily Living (IADLs)		
	K43	Role of Medical Director		
	K44	Role of healthcare partners and clinical providers		
	K45	Medical services, specialties and equipment (such as oxygen, durable medical equipment, podiatry)		





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K52	Medical record content, format, and documentation requirements
K55	Environmental services (such as housekeeping and laundry)
K56	Hospitality services
20.00	
K09	Diversity training
K23	Mandatory reporting requirements
30.00	
K01	Applicable federal and state laws, rules, and regulations
K02	Operational and capital budgeting and forecasting methods
K03	Financial statements and reporting requirements for not for profit and for profit service providers
K04	Service-related sources of revenue/reimbursement
K05	Reimbursement methods across the continuum of care
K18	Inventory control and management
K21	Resident trust accounts for personal funds
40.00	
K01	Federal, state and local standards, codes and regulations for building, equipment, maintenance, and grounds
K07	Physical plant security principles
K08	Preventative and routine maintenance programs for buildings, grounds, and equipment
K09	Contracted services for mechanical, electrical, plumbing, laundry systems, IT
K10	Compliance matters related to provision of contracted services

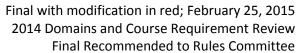




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K12	Pest control programs
K13	Handling and disposal of potentially hazardous materials
K14	Disaster and emergency planning, preparedness, and recovery
K15	Community resources available in the event of emergency or disaster
K16	The use, storage, and inspection of required emergency equipment
K17	Policies and procedures for housekeeping, maintenance, and laundry services
K05	Design principles that create a safe, secure, and home-like atmosphere based on the needs of the individuals served
K18	Technology infrastructure
50.00	
K1	Applicable federal and state laws, rules, regulations, agencies, and programs
K3	Components and purpose of mission, vision, and value statements
K4	Stakeholder roles, responsibilities, and limitations
K5	Roles and responsibilities of owners and governing bodies
K13	Compliance programs
K18	Strategic business planning
K19	Management information systems
K30	Organizational structures
K33	Diversity awareness (such as culture, ethnicity, race, sexual orientation, gender, religion, language)
K34	Workforce planning and education



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K37	Functions of all departments and services
K20	Technology to support operations
K21	Sales and marketing techniques
K22	Public relations including media relations
K23	Volunteer programs

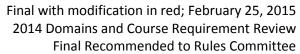




Course Requirement #6 Human Resources		
6400.6500 SPECIFIC COURSE	20.00	
REQUIREMENTS.	K01	Applicable federal and state laws, rules, and regulations
	K04	Employee position qualifications, job analysis, job descriptions
Subp. 6. Human resources. An applicant must complete a course in human	K05	Employee recruitment, selection, interviewing, reference and background checks
resource management covering:	K06	Employee orientation, training and continuing education requirements, and resources
A. staffing; B. equal employment opportunity, affirmative action, and workforce diversity;	K07	Compensation and benefit programs (such as employee assistance programs, insurance, salary, retirement)
C. compensation and benefits; D. coaching and performance management; E. training and development;	K08	Human resource policies and procedures (such as employee grievance, workplace rules, discipline, absenteeism, turnover, classification, exemption status)
F. labor relations, including union contract negotiation and administration; and	K09	Diversity training
G. employment law. H. Workplace culture, accountability and	K10	Performance evaluation procedures
fairness, just and learning culture concepts.	K11	Safety and injury prevention training
	K12	OSHA rules and regulations
	K13	Workers compensation rules, regulations, and procedures
	K14	Drug-free workplace programs
	K15	Methods for assessing, monitoring, and enhancing employee satisfaction
	K16	Employee recognition, appreciation, and retention programs
	K17	Leadership development
	K18	Types and methods of communication
	K19	Conflict resolution and team dynamics

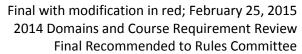


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K21 Union/management and labor relations
K22 Employee record-keeping requirements and procedures
K23 Mandatory reporting requirements
K20 Information technology safeguards related to such issues as data security, social media, email, voicemail, computer software, cell phones, photography, video, texting
30.00
K19 Payroll procedures and documentation
K20 Purchasing process and supply chain management (such as request for proposals, pricing, ordering, receiving, group purchasing organization [GPO])
50.00
K34 Workforce planning and education
K35 HR management theory and principles
K17 Internal investigation protocols and techniques



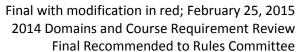


Course Requirement #7				
Regulatory Management 6400.6500 SPECIFIC COURSE 10.00				
6400.6500 SPECIFIC COURSE REQUIREMENTS.	K01	Applicable federal and state laws rules, and regulations		
REQUIREMENTS.	KUI	Applicable federal and state laws, rules, and regulations		
Subp. 7. Regulatory management.	K02	Government programs and entities		
An applicant must complete a course in	K03	Ethical decision-making		
regulatory management covering the legal, regulatory, and funding provisions and	K18	Basic principles of creating a safe environment for care recipients		
requirements governing operation of long-term	K30	Person-centered care concepts		
care supports and services and health care	K33	Care recipient Bill of Rights		
programs including:	1724			
A. resident rights, resident choice/resident risk	K34	Resident Assessment Instrument (RAI) and interdisciplinary care plan requirements and		
and protection from maltreatment; B. professional and biomedical ethics, including		process		
advance directives;	K41	Care recipient specific legal matters (such as power of attorney, guardianship,		
C. guardianship and conservatorship;		conservatorship, code status, Advance Directives)		
D. liability, negligence, and malpractice;		conservatorship, code status, revallee Directives)		
E. data confidentiality, privacy, and practices;	K47	Center for Medicare and Medicaid Services (CMS) quality indicators and measures		
F. professional licensing, certification, and	K48	Quality assurance and nonformance improvement macasses as related to some and somilies		
reporting for staff and consulting personnel; G. health and safety codes including OSHA and	K48	Quality assurance and performance improvement processes as related to care and services		
the National Life Safety Code;	K51	Mandatory reporting requirements for incidents and adverse events		
H. Medicare and Medicaid, standards for managed care and subacute care, and third-party	K53	Confidentiality, disclosure, and safeguarding medical record information requirements		
payer requirements and reimbursement;	20.00			
I. federal and state nursing home survey and	K11	Safety and injury prevention training		
compliance regulations and processes;	VII	Safety and figury prevention training		
J. requirements affecting the quality of care and life of residents, including measurement of	K12	OSHA rules and regulations		
outcomes from clinical and resident-satisfaction	K13	Workers compensation rules, regulations, and procedures		
perspectives;				
K. resident acuity and assessment methodology;	K14	Drug-free workplace programs		
and				



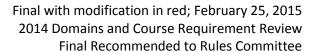


L. Quality assurance and performance improvement M. Customer choice	K20 Information technology safeguards related to such issues as data security, social media, email, voicemail, computer software, cell phones, photography, video, texting
	30.00
	K07 Integration of clinical and financial systems
	K12 Contracts and agreements
	K16 Risk management
	K17 Insurance coverage (such as property, liability)
	40.00
	K02 Environmental principles that promote care recipient rights
	K07 Physical plant security principles
	K08 Preventative and routine maintenance programs for buildings, grounds, and equipment
	K09 Contracted services for mechanical, electrical, plumbing, laundry systems, IT
	K10 Compliance matters related to provision of contracted services
	K12 Pest control programs
	K13 Handling and disposal of potentially hazardous materials
	K14 Disaster and emergency planning, preparedness, and recovery
	K15 Community resources available in the event of emergency or disaster
	K16 The use, storage, and inspection of required emergency equipment
	K17 Policies and procedures for housekeeping, maintenance, and laundry services
	K03 HIPAA compliance





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K06	Safety and security procedures
K11	Infection control and sanitation regulations/standards of practice
50.00	
K1 K2	Applicable federal and state laws, rules, regulations, agencies, and programs Code of ethics and standards of practice
K8	Methods for assessing, monitoring and enhancing care recipient satisfaction
K9	Provider's certifications and licensing requirements
K10	Regulatory survey and inspection processes, including the plan of correction process
K11	Grievance procedures
K12	Procedures for Informal Dispute Resolution (IDR)
K13	Compliance programs
K15	Risk management principles and processes
K16	Provider's legal and criminal scope of liability
K24	Elements of contracts and agreements
K25	Care recipient's rights and responsibilities
K26	Role of care recipient advocates and advocacy groups
K27	Mandatory reporting requirements
K36	Governmental relations and advocacy
K17	Internal investigation protocols and techniques





6400.6500 SPECIFIC COURSE	10.00	
REQUIREMENTS.	K49	Techniques for auditing care recipient services and outcome
Marilyn and Jane will retool offline	50.00	
	50.00	
Subp. 8. Information uses. Quality	K8	Methods for assessing, monitoring and enhancing care recipient satisfaction
Measurement and Performance Improvement	K14	Reportable outcome measurements
n applicant must complete a course in the	17.14	reportable outcome measurements
accumulation and analysis of data to inform	K28	Quality assurance and performance improvement techniques and models
management decision making including:	17.00	
A. strategic uses of data and information;	K29	Organizational change management
B. data accumulation, storage, integration from		
multiple sources, manipulation, and		
presentation;		
C. needs assessment and analysis		
nethodologies; and		
D. measures, analysis, and assessment of		
outcomes including customer satisfaction and		
quality improvement.		
E. Utilizing QI tools and methodologies		

1.

Practicum				
6400.6500 SPECIFIC COURSE	10.00			
REQUIREMENTS.	K38 Bed-hold requirements (<i>NHA only</i>)			



	30.00	
Subp. 9. Practicum.	K01	Applicable federal and state laws, rules, and regulations
An applicant must complete or have		
waived, based upon prior experience	K02	Operational and capital budgeting and forecasting methods
under part6400.6650, subpart 1, item A,	K03	Financial statements and reporting requirements for not for profit and for profit service providers
a practicum course as described in	103	I maneral statements and reporting requirements for not for profit and for profit service providers
part 6400.6600.	K04	Service-related sources of revenue/reimbursement
	K05	Reimbursement methods across the continuum of care
	K21	Resident trust accounts for personal funds